



Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6
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Joseph Berthiaume, Interim Director of Education John Macri, Board Chairperson

REGULAR BOARD MEETING Tuesday, May 23, 2006 at 6:00 p.m. Windsor Essex Catholic Education Centre John Paul II Boardroom

MINUTES

PRESENT

Trustees:

F. Alexander	P. Keane
J. Courtney, Vice-Chair	J. Macri, Chair
M. DiMenna	S. Porcellini
B. Holland	L. Soulliere
C. Janisse	
Rev. L. Brunet, Board Chaplain	
A. Kishek, Student Trustee	
J. Devos, Student Trustee (Alternate)	
L. Willson Student Trustee (Designate)	

Administration:

J. Berthiaume (Resource)	K. Gignac
P. Marchini	R. Limarzi
J. Ouellette	P. Littlejohns
M. Seguin	C. Marier
L. Staudt	P. Picard
S. Freeman	E. Poirier
I. Fregonese	W. Wong
C. Geml	

Recorder:

D. Steffens

1. Call To Order – Chair Macri called the meeting to order at 6:41 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance – All trustees present.
4. Approval of Agenda - Note: *The handout pertaining to agenda item 10b(iv) Report: St. Joseph's and St. Anne's Catholic High School Projects and Capital Financial Statement Update was distributed and previously emailed to trustees.*

Amendments:

- Renumber item 7a 2005 – 2006 Student Senate to 7b
- Additional Item: 7a Assumption College Catholic High School – International Baccalaureate Program Approval

Moved by Trustee Holland and seconded by Trustee DiMenna that the May 23, 2006 Regular Board meeting agenda be approved as amended. Carried.

5. Questions Pertaining to Agenda – None.

6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act. – None.

7. Presentations

a. Assumption College Catholic High School – International Baccalaureate Program Approval

Mary Margaret Parent (Principal), Denise Deziel (Vice-Principal) and Genevieve Cano, International Baccalaureate Diploma Program Coordinator reported that, after a two-year application process, Assumption College Catholic High School has received full accreditation from the International Baccalaureate Organization to offer students the prestigious International Baccalaureate program. The diploma program allows students to earn an internationally recognized diploma. The school has 38 students enrolled in grade 10 and 40 in grade nine who are preparing to enter the grade 11 and 12 two-year diploma program and has accepted registrations from 59 students for enrolment in the grade nine IB program for September 2006.

b. 2005 – 2006 Student Senate

Student Senate members, Amy Kishkek, Jennifer Devos, Luke Willson, Thomas Sasso, Carlos Marin, Danielle Soulliere, Katherine Hebert and were present to provide an overview of the activities the group was involved in over the 2005 – 2006 school year. Highlights included the third annual Faith Development Day, the development of the Senate Speaks newsletter, an uniform survey, meetings and technology, the first Transitional Student Senate Retreat and the first Catholic Stewards Day.

8. Delegations

a. Delegation Regarding Items Not on the Agenda – None.

b. Delegations Regarding Items On the Agenda – None.

9. Action Items

a. Approval of Minutes

i) Minutes of Special In-Camera Meeting, May 2, 2006

Moved by Trustee Holland and seconded by Trustee DiMenna that the minutes of the Special In-Camera Meeting of May 2, 2006 be adopted as distributed. Carried.

- ii) Minutes of In-Camera Meeting, May 8, 2006
Moved by Trustee Soulliere and seconded by Trustee DiMenna that the minutes of the In-Camera Meeting of May 8, 2006 be adopted as distributed. Carried.
- iii) Minutes of Special Public Meeting, May 2, 2006
Moved by Trustee Holland and seconded by Trustee Janisse that the minutes of the Special Public Meeting of May 2, 2006 be adopted as distributed. Carried.
- iv) Minutes of Regular Meeting, May 8, 2006
Moved by Trustee Courtney and seconded by Trustee DiMenna that the minutes of the Regular Board Meeting of May 8, 2006 be adopted as distributed. Carried.

b. Items From In-Camera Meeting of May 23, 2006

Vice Chair Courtney reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole meeting on May 23, 2006 pursuant to the Education Act - Section 207, to obtain legal advice, consider specific personnel, real property issues and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act.

Moved by Trustee Courtney and seconded by Trustee Soulliere that the recommendations and directions of the Committee of the Whole Board at its meeting of May 23, 2006 be approved. Carried.

Vice Chair Courtney made the following announcement from the May 23, 2006 In-Camera Committee of the Whole meeting:

- Approval of an extension of retirement for Walter Clemens, Social Worker, for one additional school year.

10. Communications

a. External (Associations, OCSTA, Ministry) – None.

b. Internal (Reports from Administration)

- i) Report: Administrative Staff Report
Moved by Trustee Alexander and seconded by Trustee Soulliere that the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated May 23, 2006 for information. Carried.
- ii) Report: High School Council Meeting of March 9, 2006
Moved by Trustee Keane and seconded by Trustee DiMenna that the Board receive the minutes of the High School Council dated March 9, 2006, as information. Carried.

iii) Report: Implementation of Ontario Parent Involvement Policy

Superintendent Ouellette reported that through new Ministry grant programs, such as the recently announced Ontario Parent Involvement Policy, school councils will be able to plan and implement strategy to involve more parents at the school level. An implementation plan for the Board's 2005-2006 funding of \$54,530 was presented within the report. In 2006-2007, an Ad Hoc System Committee will be established with representation from parents, principals and senior administration to develop a plan to use the available funding to enhance parental involvement in all schools by identifying and addressing those impediments to parental involvement and by providing parent workshops which will explore ways to encourage parental participation from groups that are not traditionally engaged. Discussion ensued on various methods to involve elementary school councils some form of an effective system-wide Parent Involvement Committee.

Moved by Trustee Holland and seconded by Trustee Janisse that the Board accepts as information, the plan for the implementation of the Ontario Parent Involvement Policy. Carried.

iv) Report: St. Joseph's and St. Anne's Catholic High School Projects and Capital Financial Statement Update - *The handout pertaining to this item was distributed and previously emailed to trustees.*

Superintendent Marchini presented the report St. Joseph's and St. Anne's Catholic High School Projects and Capital Financial Statement Update which provided a detailed financial update on the St. Joseph and St. Anne Catholic High School construction projects and an update on the overall status of the Capital budget.

Lengthy discussion ensued with regard to the timing for finalization of the CCDC 2 contracts, the necessity for several change orders and the new change order process that includes review by Executive Council, the rationale for inclusion of Capital Renewal funding for long-term financing of the projects, and the difference between the final construction cost and the preliminary projected estimates. Superintendent Marchini reported that contributing factors include the length of time that has passed since the conceptual drawings were developed, the disparity between the Ministry's benchmark funding for per square foot and the actual industry cost, amendments to architectural drawings due to site requirements, accommodations for the new school communities, academic program needs, increase in square footage, and industry changes in construction costs, such as escalating prices in steel, concrete, oil-based products and labour. Administration will correspond with the Ministry urging a review of the 1998 funding formula for the average square footage construction costs and indicating the board was disadvantaged by the debenture rate due to the timing of Ministry approval of New Pupil Place Grants for St. Joseph Catholic High School.

Moved by Trustee Janisse and seconded by Trustee Courtney that the report St. Joseph and St. Anne Secondary School Project and Capital Financial Statement Update be received as information. Carried.

v) Report: Fiscal 2006 Budget Report

Superintendent Marchini reported that the Windsor-Essex Catholic District School Board filed a balanced budget for the current fiscal year ending August 31, 2006. Administration has conducted ongoing reviews to determine fluctuations in enrolment, grants, retirements and increases in unexpected costs. The original budget estimated a surplus of \$451,000. The most recent analysis indicates a projected \$807,000 deficit for fiscal 2006. As a result of this projected shortfall, and in light of the fact that the Board cannot, by law, plan for a deficit, the Board will be required to use a portion of its reserves. The Board presently has working fund reserves in the amount of \$588,746. It is anticipated, at this time, that the balance of the shortfall can be recovered through deferred revenues, an anticipated health and dental premium rebate and curtailing of envelope expenditures wherever possible. Superintendent Marchini indicated that the budget process may need to be revised pending approval of Bill 78 – Education Statute Law Amendment Act (Student Performance), 2006.

Moved by Trustee Keane and seconded by Trustee Janisse that the Board receive the 2006 Budget Report as information. Carried.

vi) Report: Pre-qualified Processes and Procedures

Superintendent Marchini presented the report which details the current process and procedures that all vendors, contractors, must use in order to become pre-qualified to be eligible to provide goods and/or services to the Windsor Essex Catholic District School Board. An overview of the purchasing guidelines, quote, tender, and pre-qualification practices was provided. Superintendent Marchini noted that a review of the Board's policies and practices pertaining to purchases, tenders and prequalification procedures will be undertaken during the upcoming business practice review and concerns identified in relation to vendors entering schools and student safety, including the need for criminal background checks, adequate training in Board safety procedures, and vendor record of liability coverage will be part of that review.

Amendment: Moved by Trustee Alexander and seconded by Trustee Holland that the Board receive the Pre-qualified Processes and Procedures Report as information; and, that this matter together with comments and concerns expressed during this meeting be referred to the consultants who will be undertaking a review of the business and finance department. Defeated.

Original motion:

Moved by Trustee Keane and seconded by Trustee Janisse that the Board receive the Pre-qualified Processes and Procedures Report as information. Carried.

11. Unfinished Business

a. Report: St. Michael's Adult Education Program – Rhodes Campus Renovations

Superintendent Marchini provided a financial analysis of the proposed renovations to the St. Michael's Adult Education Program facilities which has been relocated to at Rhodes Campus. Based on a 25-year debenture at 5%, the annual principal and interest payments

associated with this project would be \$45,000 and will be funded through the Continuing Education envelope.

Moved by Trustee Holland and seconded by Trustee Courtney that the St. Michael's Adult Education Program Rhodes Campus Renovations, estimated cost of \$670,900 be approved. Carried.

- b. Report deferred from May 8, 2006: Renovations to Rhodes Drive for St. Michael's Adult Learning Centre
Moved by Trustee Holland and seconded by Trustee Keane that the Board approve the successful tender bid from Gulf Construction of Windsor Inc. for \$548,886.00 for renovations to Rhodes Drive for St. Michael's Adult Learning Centre, and that a purchase order contract be issued upon Board approval. Carried.
- c. Report deferred from May 8, 2006 (*Revised Report*): Our Lady of Mount Carmel Elementary School Four Room Steel And Concrete Portable Addition

Further to the report of May 8, Superintendent Marchini reported that Our Lady of Mount Carmel Catholic Elementary School's September 2006 enrolment is estimated at 619. All schools in the planning area are operating at 100% Ministry capacity or higher and at the present time, one class is housed in the library due to lack of classroom space. Discussion ensued with regard to the student accommodation pressure at the school and the advantages and disadvantages of installing wooden portables, steel and concrete portables and a permanent addition. The cost of \$1,108,200 for a four classroom addition would be included in a future debenture. The annual debenture payment would be approximately \$78,100 based on a twenty-five year amortization of 5%. A temporary accommodation schedule can be in place until the anticipated completion date in November 2006.

Moved by Trustee Holland and seconded by Trustee Janisse that the proposed Our Lady of Mount Carmel Four Room Steel and Concrete Portable Addition be approved for tendering and /construction to meet the needs of the population for the 06-07 school year. Defeated.

Moved by Trustee Keane and seconded by Trustee Janisse a four-classroom addition be approved for tendering and /construction to meet the needs of the population of Our Lady of Mount Carmel Catholic Elementary School for the 2006-07 school year. Carried.

Recorded Vote

In Favour: Trustees Holland, DiMenna, Courtney, Keane, Janisse and Porcellini.

Opposed: Trustees Alexander and Soulliere.

12. New Business

- a) Report: School Boundary Study Consultant Appointment

Superintendent Ouellette reported that, in anticipation of the two new high schools, the school communities of F. J. Brennan, St. Joseph and St. Anne's Catholic High Schools are beginning to inquire into the status of the school boundaries. Since there are 3,500 fulltime

students attending these three schools, it is important to ensure the boundaries are appropriate. Recommendations, if any, on short-term and long-term boundary adjustments will be dependent upon the findings provided by CN Watson. Upon completion of this project, the Board will require a more in-depth boundary study report to include the elementary school boundaries of LaSalle, South Windsor and Lakeshore.

Moved by Trustee Keane and seconded by Trustee DiMenna that CN Watson and Associates be appointed by the Board to undertake a study of existing boundaries of F.J. Brennan, St. Joseph and St. Anne’s Catholic High Schools and provide recommendations to the Board in June. Carried.

- b) Notice of Motion from May 8, 2006 – Trustee Porcellini

Moved by Trustee Porcellini and seconded by Trustee Janisse that the Board request Administration to revise the Elementary School Profile process to omit the “proximity to parish” criterion in any future edition of the Elementary School Profiles document.

Trustee Porcellini provided the rationale supporting her motion to remove the “proximity to parish” rating contained in the Elementary School Profiles which is used as part of the criteria in the Board’s school closure process. Trustee Porcellini stated that as the Diocese moves to consolidate parishes, this criterion, which is approximately 10% of the rating scale, is not fair to school communities that have had parish closures. In some cases, the school functions as an extension of the parish because parish priest delivers mass within the school.

Superintendent Marchini indicated that the current Elementary Profile will be reviewed from a legal perspective once the new guidelines for school accommodation have been received from the Ministry.

Moved by Trustee Alexander and seconded by Trustee Holland the matter be deferred. Defeated.

Trustee Porcellini withdrew her motion following further discussion concerning the importance of conveying to the school community the value of parish involvement with the schools.

- c) Notice of Motion from May 8, 2006 – Trustee Soulliere: *“At the next regularly scheduled meeting of the Board, I will move or cause to be moved that a Special Committee of Trustees be established and immediately convene to review the provisions of the upcoming audit engagement, review the sufficiency of same, and report to the Board.”*

Trustee Soulliere asked that this item be deferred to the next meeting.

13. Committee Reports – None.

14. Notice of Motion

- Trustee Porcellini: *“At the next regularly scheduled meeting of the Board, I will move or cause to be moved that the Elementary School Profile process be eliminated.”*

15. Remarks and Announcements

- a. Chairperson – No remarks this evening.
- b. Director of Education Berthiaume commented on the recent visit by Deputy Ministry Ben Levin to Immaculate Conception Catholic Elementary School and congratulated participants of the Elementary All Star Bands concert that was attended by approximately 500 students.
- c. Board Chaplain – No remarks this evening.

16. Remarks/Questions by Trustees

- Trustee Porcellini encouraged everyone to attend the Best Start Program Town Hall meeting to be held this Thursday, May 25.
- Trustee Janisse wished Student Trustee Designate Willson and the St. Thomas of Villanova Wildcats baseball team good luck in the Catholic League A-B Division championship that will be held at Comerica Park tomorrow.
- Trustee Keane congratulated student Kow Cao Thang Bui for his success at the Canada Wide Science Fair in Saquenay, P.C.
- Trustee Alexander thanked Communications Coordinator Rosemary Limarzi on behalf of St. Jules school community for her assistance during recent school community crisis.
- Trustee Holland briefly commented on her attendance at the May 15 Legislative Assembly Hearing on Bill 78 – *Education Statute Law Amendment Act (Student Performance)*, 2006. Trustee Holland reported that comments on behalf of the Board pertained to governance by regulation, personal liability in terms of the jointly and severally clause, and trustee honoraria.
- Trustee DiMenna congratulated Cardinal Carter Catholic High School on the success of their recent fashion show fundraising event.
- Trustee Courtney wished Trustee Keane well on his attendance at the CCSTA 2006 Conference that will be held in St. John's Newfoundland.
- Student Trustee Kishek expressed her appreciation for the opportunity to attend the First Annual Excellence in Leadership dinner last week, provided a reminder of the Catholic Stewardship Day on June 3 at Hillman Marsh, indicated that the student trustees would be attending the OSTA-AECO AGM on June 8 to 10, and sought clarification the changes to the elementary music programs.

17. Pending Items

- a. Deferred for six months from October 25, 2005: Motion by Trustee Soulliere and seconded by Trustee DiMenna *“that the Board add two (2) more psychologists to its psychology department for a total of four (4), and that the cost be applied to the general budget to offset the cost of educational assistant lunch supervision to the Special Education budget.”*
- b. Deferred from June 27, 2005: Board Policy Review Committee – Board Policy Revisions: *A:12 Code of Ethics / Conflict of Interest (Amended Policy)*

c. Deferred Motion from February 28, 2006: *Moved by Trustee Alexander and seconded by Trustee Holland that the administration prepare a comprehensive report detailing the process and procedures that all vendors, contractors, must use in order to become pre-qualified to be eligible to provide goods and/or services to the Windsor-Essex Catholic District School Board; and further, that the report will be complete with detailed recommendations outlining a system-wide protocol that must be used by all departments in order to maintain or employ these goods and services.*

18. Continuation of In-Camera – Not required.

19. Future Board Meetings: (unless stated otherwise all meetings will be held at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor)

- Tuesday, June 13, 2006
- **Monday**, June 26, 2006

20. Closing Prayer – Fr. Brunet closed the meeting with a prayer.

21. Adjournment - There being no further business, the Regular Board Meeting of May 23, 2006 adjourned at 10:23 p.m. at the call of the Chair.

Approved.

John Macri
Board Chairperson

Joseph Berthiaume
Interim Director of Education & Secretary